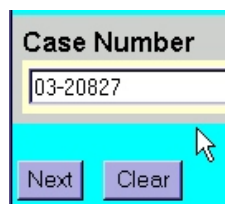


Motion for Ex Parte Relief

STEP 1 Select **Bankruptcy** from the *Main Menu*, and then click on the **Motions/Applications** hypertext link.

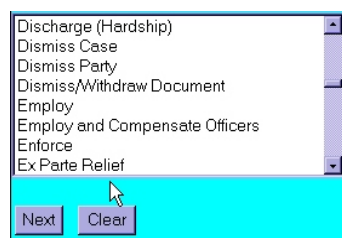


STEP 2 The **Case Number** entry screen displays.



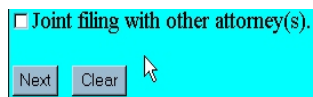
- ◆ **Case Number** - enter a case number in YY-NNNNN format
- ◆ Click on the **Next** button.

STEP 3 The **select the type of motion being filed** screen displays.



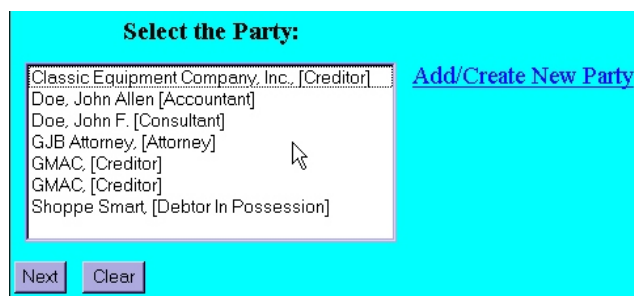
- ◆ Scroll down the list and click on the appropriate type of motion (**Ex Parte Relief**).
- ◆ Click on the **Next** button.

STEP 4 The **Joint filing with other attorney(s)** prompt is displayed.



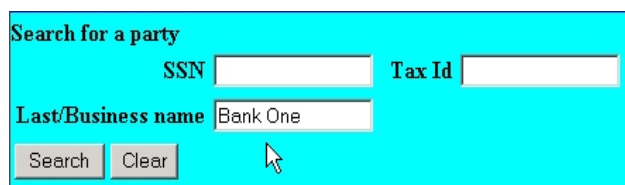
- ◆ Click in the **Joint filing with other attorney(s)** box to add any additional attorneys.
- ◆ Click **Next** to continue.

STEP 5 The **Select the Party** screen displays.



- ◆ If the party's name appears, click on the party's name and skip to **Step 10**;
- ◆ If the party's name does not appear, click on **Add/Create New Party** and proceed to **Step 6**.
- ◆ Click on the **Next** button.

STEP 6 The **Search for a party** screen displays.



- ◆ **DO NOT SEARCH BY SSN (Social Security Number) OR Tax Id number.**
- ◆ Enter at least one character of **party's last name** or **business name**, using upper or lower case characters (is not case-sensitive).
- ◆ Click on **Search**.

STEP 7 The **Party search results** screen displays.



- ◆ If party's name appears, click on it so that it becomes highlighted, verify address from pop-up screen that appears, then click on the **Select name from list** button and proceed to **Step 8**.
- ◆ If party's name is not found, click **Create new party** button and proceed to **Step 9**.

STEP 8 The **Party Information** screen displays.

- ◆ Modify and/or verify information, if applicable. It is not necessary to add an address, as notices will go to the attorney representing that party.
- ◆ **Role** - click on drop down box and select appropriate party role (e.g. Creditor (cr:cr)).
- ◆ **Party Text** - add additional information such as '*A West Virginia Corporation*' in the box provided.
- ◆ Click **Clear** to re-key party information or **Cancel** to go back to the *Select the Party* screen.
- ◆ Click on **Submit** to continue and proceed to **Step 10**.

STEP 9 If you selected *Create New Party* from the *Select the Party* screen, a new **Party Information** screen displays.

- ◆ Enter the party information in appropriate fields. It is not necessary to add an address, as notices will go to the attorney representing the party. Use the **Last name** field for last name or full business name. Press the [*Tab*] key to advance to the **First name** field and enter first name.
- ◆ **Role** - click on the arrow in the box to the right and select the new person's role (e.g. Creditor (cr:cr)).
- ◆ Click on **Submit** to continue, **Clear** to re-key party information or **Cancel** to return to the **Select the Party** screen.

STEP 10 The **Select the Party:** screen displays with your party highlighted.

- ◆ Click on the **Next** button to continue.

STEP 11 If the **Party Association** screen displays, check the box to associate you as the attorney for the party selected/added, then click on the **Next** button.

STEP 12 The **Select the pdf document** screen displays.

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

O:\PDFFiles\Bankruptcy - Motion.pdf

Attachments to Document: ☐ No ☒ Yes

- ◆ Type the path and file name in the blank box, or
- ◆ Click on the **Browse** button to navigate to the appropriate directory and file.
- ◆ Click on the **Yes** radio button to **attach the Proposed Order** and any additional documents, (e.g. an exhibit, appendix).
- ◆ Click on the **Next** button.

STEP 13 The **Select one or more attachments:** screen displays.

Select one or more attachments.

1) Enter the **pdf** document that contains attachment (for example: C:\appendix.pdf).

Filename

O:\PDFFiles\Bankruptcy - Proposed Or...

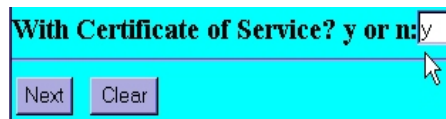
2) Select a document type and/or enter a description.

Type	Description
Proposed Order	Granting Motion for Ex Parte Relief

3) Add the filename to the list box below. If you have more attachments, go back to Step 1. When the list of filenames is complete, click on the Next button.

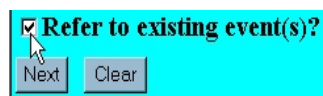
- ◆ Use the **Browse** button to navigate to the location of all necessary files.
- ◆ **Type** - click on the down arrow to select the type of attachment, if listed.
- ◆ **Description** - type in any additional description if needed.
- ◆ **Add to List** - click this button to add selected attachment to list. As documents are added to list, they will appear in the filename list box.
- ◆ Click on the **Next** button.

STEP 14 The **With Certification of Service** screen displays.



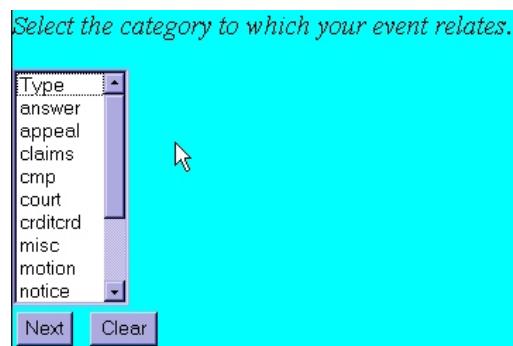
- ◆ Type in a lowercase 'y' if the motion contains a **Certificate of Service**.
- ◆ Click on the **Next** button.

STEP 15 The **Refer to Existing event(s)** screen displays.



- ◆ Click in the box if this filing refers to an existing event.
- ◆ Click the **Next** button.

STEP 16 The **Select Category** screen displays.



- ◆ Scroll through the available options to locate the category of choice. Click on the category to highlight. If you do not know the category, left-click on your mouse, drag down list to highlight all categories.
- ◆ Enter a date range if necessary.
- ◆ Enter a range of documents if necessary.
- ◆ Click on the **Next** button.

STEP 17 The **Select the Appropriate Event(s)** screen displays.

☐ 03/12/2004 [24](#) Motion by Debtor In Possession Shoppe Smart to Use Cash Collateral with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Use Cash Collateral) (gjb) (Terminated)

☐ 04/23/2004 [33](#) Motion by Debtor In Possession Shoppe Smart for Entry of Final Decree Closing Case. (Attachments: # (1) Proposed Order Granting Motion to Close the Case) (Bailey, Attorney)

☒ 05/11/2004 [34](#) Motion by Debtor In Possession Shoppe Smart to Deposit Funds into Court Registry with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Deposit Funds into the Court Registry) (Bailey, Attorney)

☐ 05/12/2004 [35](#) Motion by Debtor In Possession Shoppe Smart to Employ and Compensate Jane Doe as CEO at the rate of \$2,000.00 per week with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion to Employ and Compensate Jane Doe as CEO) (Bailey, Attorney)

Next Clear

- ◆ Click in the box of the related event.
- ◆ Click on the **Next** button.

STEP 18 A **Verification** screen displays. Verify the case name and number, then click on the **Next** button.

File a Motion:
[2:03-bk-20827 Shoppe Smart](#)

Next Clear

STEP 19 The **Docket Text: Final Text** screen displays. This is the **LAST** opportunity to verify the accuracy of the information. Submission of this screen is **final**.

Docket Text: Final Text

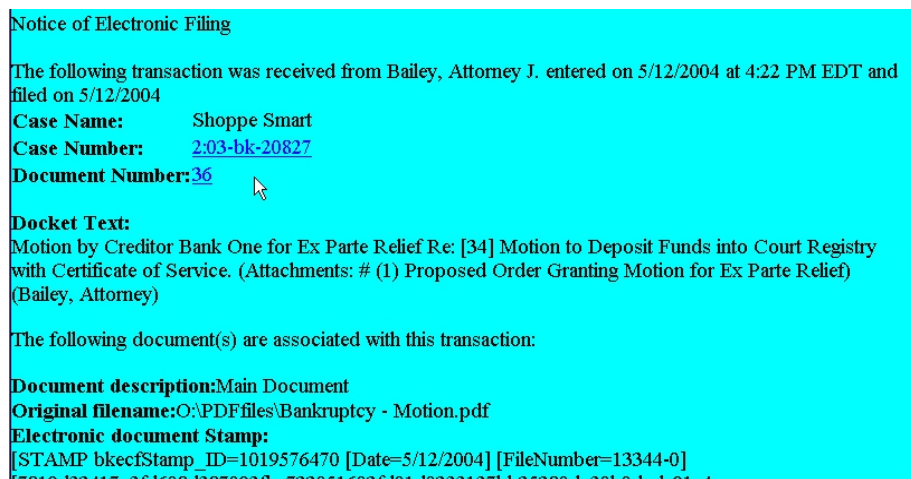
Motion by Creditor Bank One for Ex Parte Relief Re: [34] Motion to Deposit Funds into Court Registry with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Ex Parte Relief) (Bailey, Attorney)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.

Next Clear

- ◆ Verify the final docket text. If correct, click **Next**.
- ◆ If the final docket text is incorrect, you must click on your **Browser's Back** button to correct your entries or to abort or restart the transaction, click on the **Bankruptcy** hyperlink on the *Menu Bar*.

STEP 20 The **Notice of Electronic Filing** screen will display showing the essential data for this filing. Scroll down to view the entire receipt.

A screenshot of a web browser window displaying the 'Notice of Electronic Filing' screen. The page has a white background with black text. At the top, it says 'Notice of Electronic Filing'. Below that, it states 'The following transaction was received from Bailey, Attorney J. entered on 5/12/2004 at 4:22 PM EDT and filed on 5/12/2004'. Then, it lists 'Case Name: Shoppe Smart', 'Case Number: 2:03-bk-20827', and 'Document Number: 36'. A mouse cursor is pointing at the number 36. Below this, it says 'Docket Text: Motion by Creditor Bank One for Ex Parte Relief Re: [34] Motion to Deposit Funds into Court Registry with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Ex Parte Relief) (Bailey, Attorney)'. Then, it says 'The following document(s) are associated with this transaction:'. Below that, it lists 'Document description: Main Document', 'Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf', and 'Electronic document Stamp: [STAMP bkcfStamp_ID=1019576470 [Date=5/12/2004] [FileNumber=13344-0]'.

Notice of Electronic Filing

The following transaction was received from Bailey, Attorney J. entered on 5/12/2004 at 4:22 PM EDT and filed on 5/12/2004

Case Name: Shoppe Smart

Case Number: [2:03-bk-20827](#)

Document Number: [36](#)

Docket Text:

Motion by Creditor Bank One for Ex Parte Relief Re: [34] Motion to Deposit Funds into Court Registry with Certificate of Service. (Attachments: # (1) Proposed Order Granting Motion for Ex Parte Relief) (Bailey, Attorney)

The following document(s) are associated with this transaction:

Document description: Main Document

Original filename: O:\PDFfiles\Bankruptcy - Motion.pdf

Electronic document Stamp:

[STAMP bkcfStamp_ID=1019576470 [Date=5/12/2004] [FileNumber=13344-0]